

MICHIGAN AFFORDABLE HOUSING COMMUNITY FIVE YEAR ACTION PLAN	
WORKGROUP NAME:	Voucher Process Strategy Team, VP Team
DATE:	September 28, 2005

WORKGROUP STATUS UPDATES
<p>In Attendance: Chris Collette, Cathy Simons, Sandy Pearson, Bob Howard, Janet Irrer, Ayana Israel, Betsy Lindsley, Jane Scarlett, Donita Olson, Brian Soderberg</p> <p>Conference Call: Jim Schaafsma, Rob Nelson, Daryel Pruitt</p> <p>Absent: Chris Collette, Anana Israel, Betsy, Jane, Jim Rob, Daryel</p> <p>I. Action Item #1, Sandy</p> <p>Update on direction of MSHDA's Homeless Preference Pilot (HPP) and review of additional data collected. The HPP workgroup will be meeting again on October 6 the VP Teams feedback with be shared and considered at that meeting, including ideas on what makes a Strong CoC.</p> <p><i>What makes a strong Continuum of Care Body?</i></p> <ul style="list-style-type: none"> • Participation – Comprehensive representation and outreach to key players that may not involve attendance at monthly meetings (i.e. banker's association, realtor's association, corrections) • Comprehensive Supportive Services, capacity to service needs, establish a mechanism (point rating structure) to determine capacity to provide services to specific homeless populations. Capacity and Resources must be addressed. Capacity must be established before folks are housed. • Outreach to homeless populations • Funding capacity – What funding streams have been applied for, been awarded, and identification of funding resources that can be sought after. • Evidence of planning beyond HUD- and MSHDA-funded initiatives • Evidence of ongoing evaluation of current projects (i.e., willing to un-fund projects that are not delivering) • Evidence of ongoing planning and operations <p>Expansion of the Homeless Preference Pilot considerations</p> <ul style="list-style-type: none"> • To expand the Homeless Preference Pilot, we must do so in conjunction with a strong Continuum of Care. • Need, population, mainstream local funding resources of homeless identified. • RFP, C of C identifies the number of people they can serve tied to services. Ask members of the CofC – What is your capacity to serve? How many HMLS Preference Pilot slots do you have capacity to provide supportive services? • Compromise 60 days stay with shelter services. • Who administers the voucher? The Housing Agent if the HA is a participant of the C of C

- Important that the HA is a member of the C of C, not just visit once per year. Relationships must be established and apparent that there is a partnership – a blended management approach. Internally at MSHDA, we must identify resources and communicate with the HA's to determine whether or not they would want to participate in a blended management strategy. Identify which HA's are interested in Homeless Preference, Conversion developments and other programs of the HCV.
- Two-tier system – RFP to agent, what services can you bring to the table HA? Is the HA prepared to be a partner, not just an agent processing paperwork. Capacity of agent must include how the HA interacts with ALL members of the C of C. The networking is key. It's not so much about attendance at meetings, but how the HA interacts with members of the C of C – is there a partnership?

II. Action Item #4, Bob and Paulette

Education of landlords: including HQS, lead-based paint, program objectives, and accountability factors.

MSHDA Detroit is developing formal landlord briefings. The briefing will include a power point presentation at the main office to go over the key areas of the program from start to end. Landlord responsibilities, tenant responsibilities, MSHDA responsibilities, Rent Reasonableness, Fair and equitable rents, EFT sign-up will be on the agenda. All information will be in writing.

Paulette Smith will take the lead. Mr. Pate will assist with the landlord component.

Target date for start-up, early 2006.

Lead-based paint. Updates are posted on the MSHDA website. Lead requirements will be incorporated into the Landlord briefing. Existing landlords have already been contacted. Changes to lead requirements in Michigan law will be incorporated into the MSHDA HCV program policy and shared with landlords and housing agents.

III. Potential Future Action Item, Betsy
Single Point of Entry for HCV Waiting Lists

Postponed until next meeting.

IV. Action Item #6, Brian,
Update on "Going paperless" and consideration of next step and identification of what paper could be eliminated over the next 1-5 years.

Step 1: Resolve the issue with DIT as to whether we can scan information from outside MSHDA. Can an HA scan documents in their office and submit to MSHDA?

Step 2: Right now, we can eliminate unnecessary forms. Sit down with the forms committee and key players. What forms does HUD require? What is the cost of scanning? What can be entered into the system to do away with paper and scanning?

Step 3: What can be kept at the Housing Agent's office and open to monitoring requirements, as opposed to mailing documents to MSHDA? The result would be elimination of paper at the MSHDA office.

V. Future Action Items:

Report back from Oct 6 Homeless Preference Pilot meeting.

Postponed item: single point of entry

VI. **Next Meeting:** October 11, 2005, 9:00-11:00 a.m. at MSHDA (Conference Room 1a)

Facilitators: Cathy Simons and Chris Collette

Recorder: Sandy Pearson